



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Animal Care

Subject: Official Time for EEO Complaints

Date: November 16, 2001

To: Animal Care

According to the Code of Federal Regulations, Section 1614.605(b), employees are entitled to a reasonable amount of official time to present subject complaints and to respond to agency requests for information. However, the employee and the agency should arrive at a mutual understanding for the amount of official time to be used prior to the employee's use of such time.

Enclosed please find a copy of the Equal Employment Opportunity Commission (EEOC) Management Directive 110, Chapter 6, which addresses granting official time to employees to prepare EEO complaints (VIII.C.). Please note that employees must request official time in advance of the actual time requested. And such requests must be in writing and the supervisor's approval or denial must be in writing. Also note that if more time is needed, requests for extensions must be in writing as well. The same applies to supervisory approval or denial.

The CREC complaints specialist for AC is Mr. Michael W. Holmes, 202-720-5284.

If you have any questions or need more information, feel free to contact me or Mr. Holmes.

Robert M. Gibbens
Director, Western Region
USDA, APHIS, AC

Enclosure